



TOWN OF ARLINGTON

WATER AND SEWER DIVISION

51 Grove St, Arlington, Massachusetts 02476

FINAL BILLS ARE ONLY GENERATED ON TUES. – THURS. NO EXCEPTIONS

Final Water/Sewer Bills – Policy and Procedure

The Town of Arlington Water and Sewer Division will generate a Final Bill for the water/sewer usage for a property upon notification by the seller that the ownership of a residential or commercial property is scheduled to change. The owner or their representative must email the completed "**Final Water/Sewer Bill Request Form**" with the final water meter reading (including a picture of the reading from the water meter) for the property to the address below.

The form must contain all the required information to be processed. The Email address to submit the form is: DPWFinalWaterBill@town.arlington.ma.us

The Processing Fee for the Final Bill is **\$15.00** and is added to the bill.

Payments: The payment can be settled at the closing and paid by certified check or closing attorney's check only. This final bill and processing fee can be mailed to or paid at the address below. No Personal Checks.

Final Bill Payment

Office of the Tax Collector
Town of Arlington
PO Box 210
Arlington, MA 02476-0002

Please include the payment coupon from the Final Water and Sewer Bill and put the property address and account number on the check.

A minimum of 7 business days (8am-4pm M-F except holidays) before the document is needed for the closing, read the water meter (usually located in the basement). Take a picture of the read and submit the image with your completed Final Water/Sewer Bill Request Form. The Final Bill is generated based on this meter reading.

TO AVOID DELAYS - If a meter or electronic reading device is not functioning, it must be replaced before a Final Bill can be issued. If an account has 0 or estimated reads in past bills, additional time may be required to review requests and adjust bills prior to the Final Bill. To avoid delays, please plan your request accordingly. Any request received after 12 Noon will be reviewed the following business day.

Contact the Water and Sewer Division at: (781) 316-3102 if you have any questions.

Once complete, the Final Bill will be emailed to the applicant.

If the closing does not occur or is rescheduled, notify the Water Dept. immediately (within 7 days). A new request must be made and a new \$15.00 fee will be applied for each rescheduled request.
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If the Seller does not pay the amount due on the water and sewer account, it becomes the responsibility of the new property owner.



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WATER AND SEWER DIVISION
51 Grove St, Arlington, Massachusetts 02476

FINAL WATER/SEWER BILL REQUEST FORM

Please PRINT CLEARLY and submit COMPLETE form at least 7 business days before the document is needed for the closing. Incomplete requests could delay your closing.
If the Seller does not pay the amount due on the water and sewer account, it becomes the responsibility of the new property owner.

Date of Request: _____ Account #: _____

Date Final Bill Needed: _____ Closing Date: _____

Property Address: _____ Parcel Id #: _____

Final Read: _____ (attach photo of meter showing read)

Processing Fee: **\$15.00** (will be added to the bill)

Property Type: Residential/Commercial/Mixed Use (circle one)

Is new owner a Builder/Contractor/Developer? Y/N Will this be a demo/knock down/remodel? Y/N

Property Owner(s) Name: _____

Property Owner(s) Mailing Address: _____

Property Owner(s) Telephone: _____ Property Owner(s) Email: _____

Forwarding Address: _____

NEW OWNER(S) BILLING INFORMATION (PLEASE COMPLETE ACCURATELY)

New Owner(s) Name: _____

New Owner(s) Mailing Address (if different from new property address): _____

New Owner(s) Telephone: _____ New Owner(s) Email: _____

Realtor Name: _____ Company: _____

Realtor Email: _____ Realtor Telephone: _____

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<u>For Water Dept. Use Only:</u>		Meter # _____	MXU# _____
Water Meter Readings:	Date: _____	Read: Customer or Water Dept. (Cir. One)	
Current	Previous	Usage (CCF Units of Water)	

Email completed Final Water Bill Request form to: DPWFinalWaterBill@town.arlington.ma.us

Telephone Contact: 781-316-3102

V.2.3.10.22